

DENTAL ASSISTANT

NATURE OF WORK

This is subprofessional dental and clerical work assisting dentists and dental hygienists in various dental procedures and maintaining patient records.

Work involves responsibility for the performance of chair side duties assisting dentists, dental hygienists and dental students including seating and preparing patients for treatment; arranging dental instruments, materials and medications; and passing them to dentists as needed. Work also includes maintaining clinic area and equipment; updating and documenting patient records and information; and scheduling and confirming patient appointments. Employees of this class are expected to exercise considerable initiative and discretion in the setup of dental instruments and related equipment as well as contacts with patients. Supervision is received from the Dental Division Manager with work being reviewed in the form of effectiveness of assistance offered, and clinical efficiency and productivity.

EXAMPLES OF WORK PERFORMED

Updates and documents patient records and information; maintains patient files.

Seats and prepares patients for treatment; arranges dental instruments, materials and medications and passes them to dentists as needed; maintains clinic area and equipment, utilizing appropriate asepsis and infection control protocol.

Sterilizes dental instruments in autoclaves or with chemical disinfectants; stores sterilized instruments and maintains asepsis during storage.

Exposes, processes and mounts dental x-ray films; changes developing solution as required.

Schedules appointments for patients; confirms daily appointments and implements patient recall system.

Provides instructions to patients in postoperative care, oral hygiene and the importance of preventive dentistry.

Provides technical assistance to community college dental assisting students that rotate through the clinic.

Maintains accurate supplies and inventory; ensures that shelves are properly stocked.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of dental instruments, supplies, equipment and medications; sterilization techniques and their application; and of radiation hygiene and hazards.

Knowledge of postoperative care procedures, techniques and materials needed.

Ability to relate to patients in such a manner as to obtain their confidence and establish rapport.

Ability to process patient income eligibility forms, schedule patient appointments and maintain patient cancellation list that ensures and maintains maximum clinical performance.

Ability to maintain patient files and records of treatments rendered.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with patients, co-workers and the general public.

Ability to operate autoclaves, radiological and related equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited dental assisting program and some dental assisting experience.

Membership in the American Dental Assistants Association and certification as a dental assistant.

Satisfactory completion of a course of study in coronal polishing which is approved by the State of Nebraska Department of Health and Human Services and Bureau of Examining Boards.

MINIMUM QUALIFICATIONS

Graduation from an accredited dental assisting program; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Satisfactory completion of a course of study in dental radiology which is approved by the State of Nebraska Department of Health and Human Services and Bureau of Examining Boards if job assignment includes the operation of radiological equipment.

Approved by: _____
Department Head Personnel Director

3/83
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